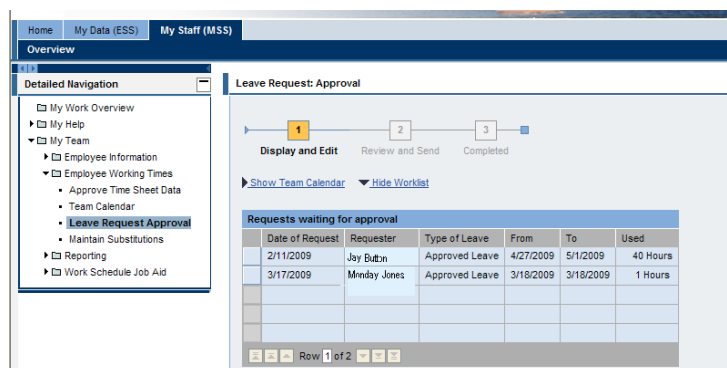


LEAVE REQUESTS

FREQUENTLY ASKED QUESTIONS FOR MSS USERS

My employee has requested leave, where can I find the request?

Any new requests for leave will be displayed under My Team>Employee Working Times>Leave Request Approval. Requests can be approved or rejected from this screen. You will no longer be able to see or approve leave requests under the Universal Working List.



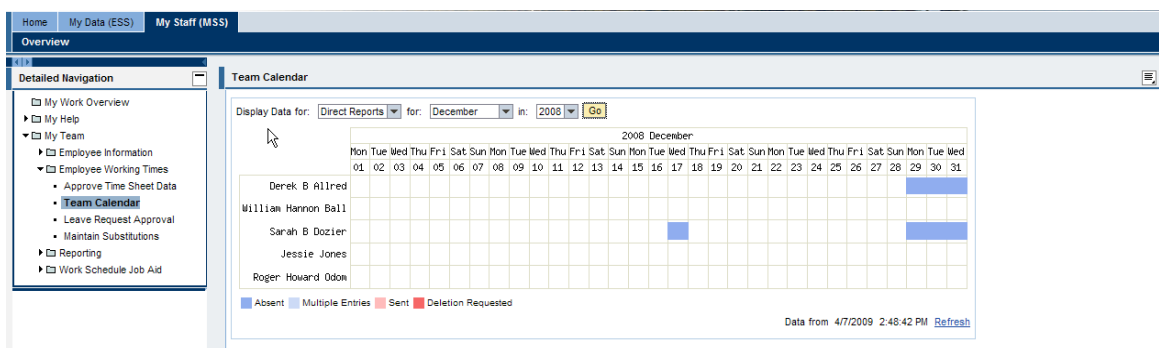
Follow the steps in the online demonstration, [MSS-Approve Leave Request](#) for complete details.

What if the employee doesn't take all the leave they requested or changes their mind and does not take the time off? Will it reduce their leave balances?

No. Time off requested through the Leave Request process will not be deducted from the employee's available leave balances. Deductions do not occur until the absence is entered on the Time Sheet and Time Evaluation is executed.

How can I see everyone's leave request in one place?

Go to Team Calendar under My Team>Employee Working Time> Team Calendar.



Select a month and year to display from the drop-down menu.